



Job Description Form

Department of the Attorney General Purpose

To provide high quality and accessible justice, legal, registry, guardianship and trustee services which meet the needs of the community and government.

Position Title Office Administrator, Solicitor General's Chambers		
Effective Date June 2012	Position Number 6219	Level 5
Division Solicitor General's Chambers	Directorate	Branch

Divisional Outcomes

The Solicitor General is the principal legal adviser to the Attorney General and, through the Attorney General, to Government and its agencies. In addition, the Solicitor General appears in court as counsel for the State and, when requested by the Attorney General, for agencies of the State and other bodies.

The first law officer of the State is the Attorney General, which is a political position, the second law officer of the State is the Solicitor General which is an independent position. There is an interconnection between the two roles, and the Attorney General can delegate functions to the Solicitor General.

The office is an independent, statutory office created by the Solicitor General Act 1969. The Solicitor General comes within the jurisdiction of the Salaries and Allowances Tribunal and is equivalent to a Judge of the Supreme Court.

Directorate Outputs

Branch Outputs

Role Of This Position

The Administrator, Solicitor General's Chambers, is responsible for the coordination and administration of the functions of the Solicitor General's Chambers.

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Responsibilities Of This Position

Provides direct executive support to the Solicitor General. This involves:

- Assisting the Solicitor General in coordinating the appointment process for members of the judiciary in the state jurisdiction, through Cabinet and the Executive Council. Facilitating the Solicitor General's welcome function for new members of the judiciary on behalf of the Attorney General.
- Facilitates high level communication and liaises on behalf of the Solicitor General particularly with the Attorney General, Chief Justice, Chief Judge, Chief Magistrate, Official Secretary Government House, Director General and Executive Directors of the Department, the State Solicitor's Office, ministerial staff, members of the legal profession, Queen's Counsel and Senior Counsel, Parliamentary Counsel, Commissioner and staff of the Corruption and Crime Commission, Solicitors General of other States and Territories, interstate and federal government officers.
- Assists the Solicitor General in his role as Chairperson of the selection panel for the appointment of Magistrates.
- Drafts Cabinet submissions, reports, and prepares research on a variety of subjects as directed by the Solicitor General.
- Prepares a variety of documents from audio dictation and handwritten notes.
- Assists in the preparation of material for proceedings in the High Court. This also involves undertaking research and collation of information.
- Assists the Solicitor General in his role as instructing officer on a variety of proposed legislation as required by the Attorney General.
- Acts on behalf of the Solicitor General when attending to inquiries by the Attorney General and his staff, Ministers, the Official Secretary, Government House and others regarding complex, sensitive and wide ranging issues.
- Organises conferences, functions, professional and social engagements for the Solicitor General including all travel arrangements, locally, interstate and overseas, and also coordinates arrangements for interstate or international visitors, providing briefing notes as required.
- Responds to all public enquiries.
- Prioritises all incoming correspondence and files, undertaking follow-up action where required, including the drafting of correspondence on behalf of the Solicitor General.
- Manages ministerial responses and answers to parliamentary questions on behalf of the Solicitor General.
- Communicates with the offices of other States and Territories Solicitors General, arranging for the exchange of information, and assisting in the preparation of material for meetings as and when required.

Manages the operations of the office. This involves:

- Maintaining the Solicitor General's library and managing all records for the office. The collection includes legal opinions, correspondence, publications, and electronic records. Ensures compliance with the State Records Office plan for archival material.
- Responsible for all financial transactions and reconciliations within the Office and managing the budget planning and monitoring process.
- Liaises with the State Solicitor's Office Information Technology branch regarding the computer needs of the Solicitor General and the office, and implements and develops enhancements to the systems as required.
- In maintaining the facilities of the office, ensures all assets are maintained, organises the purchase of equipment and modification of facilities.
- Provides general guidance and advice on administrative matters to the Solicitor General's Professional Assistant.

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Work Related Requirements

The following work-related requirements will be assessed at different stages of the selection process.

Demonstrated experience in providing high level administrative support and advice to senior executive staff.

Highly developed interpersonal/communication skills with a the ability to engage appropriately with senior officials and the judiciary

Highly developed organisational skills with a proven ability to manage multiple tasks and resources, and a proven ability to plan and prioritise tasks and resources to produce effective results in a timely manner

Well developed problem solving skills, showing a good ability to analyse and research options.

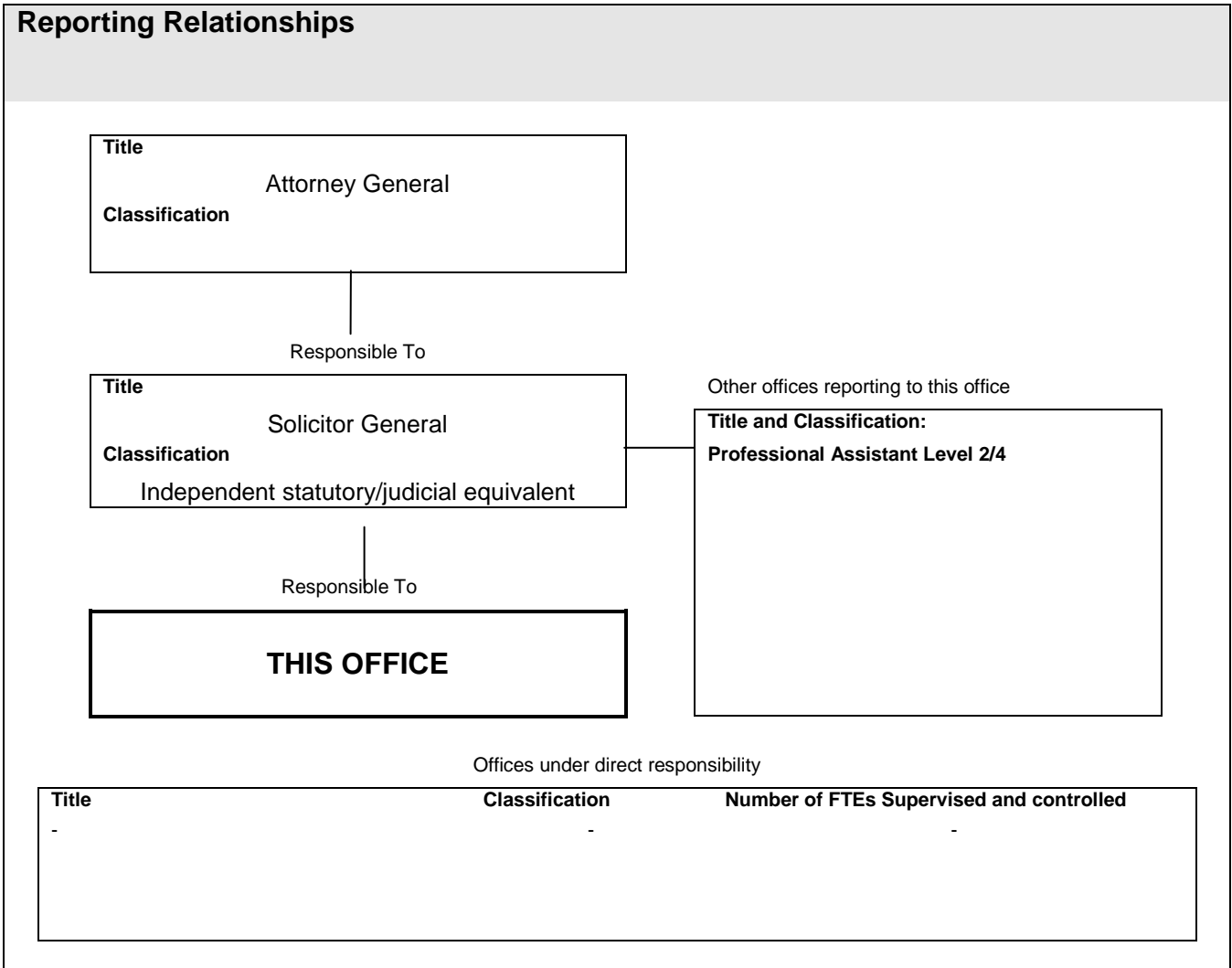
The ability to complete work to a high standard within an electronic environment. Advanced skills in Word, including the ability to undertake high quality audio typing.

Demonstrated ability to work autonomously and deal with highly confidential and sensitive matters with tact and discretion.

Comprehensive understanding of the legal processes and the WA justice system, including a thorough understanding of the roles of key players in the system.

Understanding of parliamentary and governmental procedures

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LOCATION AND ACCOMMODATION State location. If accommodation is available give details such as department/GROH free/rental, etc.	LOCATION ACCOMMODATION
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable.	

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

BRANCH/DIVISION/DIRECTORATE HEAD
Signature
Date